



**RECREATION DIVISION**  
**ATHLETIC FIELD USAGE POLICY**

Effective: 7/1/2010  
Revised: 5/4/10  
Approved: By Parks  
and Recreation  
Board on: 5/4/10

The following policy has been established to govern the usage of all City of Chandler athletic fields.

**I. GROUP/INDIVIDUAL PRIORITY**

For the purpose of determining the priority of usage and usage fees for athletic fields, the following categories have been established:

- A. 1<sup>st</sup> – CATEGORY I: City Use - Activities sponsored by the City of Chandler have priority use of all athletic fields.
- B. 2<sup>nd</sup> – CATEGORY II: Chandler Youth Sports Association (CYSA) – Leagues sponsored by the Chandler Youth Sports Association have second priority use of athletic fields during their designated primary season (additional rules and regulations apply, see CYSA Policy).
- C. 3<sup>rd</sup> - CATEGORY III: Non-Profit Youth Organizations and Schools - Chandler public and private schools within the Chandler city limits (inter-governmental agreements will take precedence) and Chandler based non-profit youth organizations have third priority use. Non-profit organizations must have a 501 C-3 non-profit status and serve 85% of Chandler residents. Roster and proof of non-profit status will be required at time of reservation.
- D. 4<sup>th</sup> – CATEGORY IV: Private Citizen Rentals - Private citizens have fourth priority use – one field per rental, no more than a three-hour rental. Reservations can only be made within 24-72 hours of the rental date.
- E. 5<sup>th</sup> - CATEGORY V: Organized Tournaments, Clinics, Leagues or Play - Rentals that charge entry fees to participate in their tournament, clinic, league or play and need multiple field usage and/or prolonged use of a sports facility have fifth priority use. Category V rentals are allowed on designated field only as delineated in the Athletic Field Rental Application.

**II. GENERAL POLICY**

- A. FACILITY RESERVATION PERMIT - Users of City athletic fields are granted restricted use by a Facility Reservation Permit. Only designated athletic fields in City of Chandler parks can be permitted for practices and/or games. The Community Services Department has the right to close off the use of facilities for maintenance and repair. The Recreation Superintendent, for a good cause, may cancel a Facility Reservation Permit. Fees and deposits will be returned and every effort made to re-locate and/or re-schedule those users whose permits have been cancelled.
- B. CARE OF FACILITIES - Holders of a Facility Reservation Permit are required to leave the facilities and fields in the same condition in which they are found. It is unlawful for users to create any nuisance, offense; to scratch, cut, injure, deface any building, fence, structure, tree, shrubbery; destroy any fountain or other improvement on City of Chandler property or property in its care. It is unlawful to drive any vehicle over any garden, lawn, sidewalk, bench, wall or any portion of any public park. Holders of a Facility Reservation Permit will be held responsible to the City of Chandler for reimbursement for damages. Criminal actions may be brought against any person who maliciously abuses and/or destroys City of Chandler property or otherwise violates the law.

- C. FIELD CONFIGURATIONS – All field configurations are as is. Fields will not be custom configured to individual user's preference (i.e. building pitching mounds, custom lining soccer fields). Please refer to the City of Chandler Field Configuration Matrix for specific field details. EXCEPTION: C.Y.S.A. league play.
- D. FIELD PREPARATION – Paid field preparation includes dragging and lining of infields for baseball and softball and boundary lines for soccer. Field preparation will only be done during regular Park Maintenance hours, 6:00 a.m. – 2:30 p.m., Monday-Friday. After hour requests, Monday-Friday after 2:30 and weekends, are upon availability and will be charged the After Hour Fee of \$35/hour/field for residents and \$48/hour/field for non-residents. Field preparation requests should be included in the rental application and submitted with the game schedule no later than 15 days prior to the rental.
- E. USER BEHAVIOR – Users will be required to obey all park rules, laws, and ordinances of the City of Chandler.
- F. ALCOHOLIC BEVERAGES - Alcoholic Malt Beverage Permits must be obtained at the Community Center, Snedigar Recreation Center or the Tumbleweed Recreation Center. The Community Services Department must approve all permits and a permit fee must be paid at the time of application. Permits are non-transferable. No glass containers. The drinking of alcoholic malt beverages is prohibited on or around the ball fields. Drinking is permitted only in designated areas. Teams with players playing games while under the influence of alcoholic beverages may cause their team to forfeit.
- G. CLOSING TIME - Facilities must be vacated no later than 10:30 p.m. Facilities at Andersen and Bogle Junior High must be vacated by 9:00 p.m. Facilities at Kyrene Aprende Middle School and Hendrix Junior High must be vacated by 9:30 p.m. The Community Services Director or designee must approve exceptions to this requirement.
- H. ADMITTANCE FEES – Charging admittance fees to generate revenues at public parks is not permitted.
- I. VEHICLES ON CITY OF CHANDLER PROPERTY – Vehicles may not be stored overnight. Vehicles are not to be driven on athletic fields. Special permission may be granted to access equipment and supplies. Access requests should be made at least 15 days in advance of the rental date and require approval from the Community Services Director or designee.
- J. INCLEMENT WEATHER – All users are expected to use good judgment during inclement weather. Category II, III and V user groups are expected to contact the Community Services Department to determine field availability and promptly forward the information to its participants. The Community Services Department will determine field availability in a timely manner, however, if inclement weather occurs after regular business hours, it is the responsibility of the user group to determine if fields are playable and the group will be held responsible for any damages to the fields.
- K. SPECIAL EVENTS – Events, functions and uses above and beyond the scope of routine athletic use (including but not limited to rentals with merchandise vendors, jumpers/bounces, amplified music, opening day events, etc.) are required to submit a Special Event application to the Special Events Coordinator located at the Chandler Community Center, 125 E. Commonwealth Avenue, Chandler, AZ 85225, (480) 782-2665. The application must be made at least 90 days in advance. Special event fees may apply.

### III. CONCESSION POLICY

- A. CONCESSION SALES FOR CATEGORY II, III and V RENTALS - The authority to operate all concessions shall be the sole privilege of the City of Chandler and/or its assigns. The City of

Chandler will sell all concessions in City parks. However, if the City decides to allow concessions to be sold by a school or non-profit organization with 501(c)(3) status or a private business vendor, a Concession Operation Request must be applied for and approved. All sales during the rental of the facility that this Concession Operation Request covers will be subject to the license criteria listed below. Copies of all licenses and permits must be presented before concession sales will be allowed.

1. If the vendor is a nonprofit organization (i.e., the Lions) or if parents and/or volunteers are selling, a **Nonprofit Solicitor's License** must be obtained from the City of Chandler Tax and Licensing Division (480) 782-2280. There is no fee for this.
2. If the vendor is a business, they must present a City of Chandler **Privilege Tax License**. This is obtained from the City's Tax and Licensing Division (480) 782-2280. The business must also have a City of Chandler **Peddler's Permit**. The City's Tax and Licensing Division also administers this and there is a multi-step process with various fees that must be completed and paid prior to obtaining this permit.
3. If food is being sold, a copy of a current **Maricopa County Food Service Worker License** must be provided. Contact Maricopa County at (602) 506-2960 or [www.maricopa.gov](http://www.maricopa.gov).

**B. VENDOR RULES -**

1. Vendors must present a list of the items they intend to sell. Items prohibited for sale include chewing gum, candy with chewing gum, alcoholic beverages and any glass containers.
2. Vendor's vehicles may not be stored overnight. Vehicles are not to be driven on athletic fields. Vehicles can enter the park on approved paved or gravel thoroughfares to unload/load equipment and supplies, but must be removed and parked in an adjacent parking lot thereafter. Any exemptions to this ruling must be stated in the Concession Operation Request application and approved by the Community Services Director or designee.
3. The vendor will be responsible for removing all trash generated by concession sales (storage boxes, cardboard boxes, large wrappers etc.) and placed in proper trash dumpster receptacles away from the ball field area. The small trash receptacles in and around the ball fields are for fans and players to put their trash in. If these smaller trash receptacles begin to overflow, the vendor will provide additional trash bags to place the excess trash in and tie closed. These bags can be placed next to the trash receptacle for Park Staff to pick up. At the end of each day the vendor will police the bleachers, backstops and the ball field grounds to be sure there is not any loose cups, wrappers or other trash in the ball field area.
4. Category V concession vendors must provide a certificate of insurance naming the City of Chandler as additionally insured, Mail Stop 502, PO Box 4008, Chandler, Arizona 85244-4008, in the amount of \$1,000,000 general aggregate and \$1,000,000 each occurrence. The Certificate Holder Box on the certificate of insurance must say: AND ADDITIONAL INSURED CITY OF CHANDLER, ITS AGENTS, REPRESENTATIVES, OFFICERS, DIRECTORS, OFFICIALS, AND EMPLOYEES.

- C. VENDOR FEES -** Category II and III user groups will not be charged fees to sell concessions. Category V concession vendors must pay concession fees according to the following schedule:

TOURNAMENT SIZE	FACILITY USE	CONCESSION FEE
Small – 8 teams or less	Single Site/2 Fields or Less	\$100/event

Medium – 9-16 teams	Multiple Sites/3 to 6 Fields	\$150/event
Large – 17 or more teams	Multiple Sites/7 or More Fields	\$200/event

#### **IV. FIELD USAGE FEES:**

- A. CATEGORY I: City Use - There will be no rental fees for the use of any City of Chandler athletic field for activities, tournaments, and leagues sponsored by the City of Chandler or co-sponsored events conducted in cooperation with outside individuals, organizations or agencies. Reservation fees will not be charged to City of Chandler adult sports teams during their current registered season of play for practices, from the pre-season coaches meeting to the final game of that season's tournament. Only the \$15/hour light charge will apply to the rental.
- B. CATEGORY II: Chandler Youth Sports Association -
1. Field fee – None for approved affiliated league games or practices during designated primary season.
  2. Light Fee - Allocation approved by Parks and Recreation Board for in-season games or practices. Light hours above the allocated amount or during off-season are charged at \$15 per hour.
  3. Field Preparation – Done only by Chandler Parks Staff, for approved affiliated league games, practices and tournaments.
  4. Site supervisor is \$15/hour if necessary (at the Snedigar Sportsplex baseball and softball fields).
- C. CATEGORY III: Non-Profit Youth Organizations and Schools – The City's Field Configuration Matrix details what fields are available for rent by this category. Category III rental requests must submit a Field Rental Application and comply with Category V insurance requirements.
1. Field fee – None for approved non-profit youth organizations and schools.
  2. Light Fee –\$15/hour per field. Light usage will begin depending on the time of year according to the following schedule: November thru February, 5:30 p.m.; October & March, 6:00 p.m.; September & April, 6:30 p.m.; May & August 7:00 p.m.; June & July 7:30 p.m.
  3. Field Preparation – Resident fee of \$25/hour/field during regular park maintenance hours of Monday-Friday, 6:00 am-2:30 pm. Requests for field preparations after 2:30 p.m., Monday-Friday and anytime on Saturday and Sunday will be charged an After Hour Fee of \$35/hour/field. A minimum of one field preparation per day will be required for baseball and softball fields on Snedigar baseball/softball fields 1-6 and can only be performed by Chandler Parks staff. Bases are provided for Snedigar baseball/softball fields 1-6. Field preparation at other fields is optional. If there are more than two fields needing field preparation by Parks staff for a rental, starting times for games must be staggered by ½ hour. Only City of Chandler vehicles are allowed on any City of Chandler ball fields. In-town fields may be hand raked by renters. Renters may also line the in-town fields themselves, but must provide their own liner and chalk. No bases are provided for in-town fields.
  4. Site Supervisor Fee – \$15 per hour if use occurs on Snedigar baseball/softball fields 1-6.
- D. CATEGORY IV: Private Citizen Rentals - The City's Field Configuration Matrix details what fields are available for rent by this category. Reservations can only be made within 24-72 hours of the rental date.
1. Field fee – Resident fee of \$7/hour/field and non-resident fee of \$9/hour/field.
  2. Light Fee – Resident fee of \$15/hour/field and non-resident fee of \$21/hour/field. Light usage will begin depending on the time of year according to the following schedule: November thru February, 5:30 p.m.; October & March, 6:00 p.m.; September & April, 6:30 p.m.; May & August 7:00 p.m.; June & July 7:30 p.m.

3. Payment must be made in full at the time the reservation is made.
4. No Category IV rentals at the Snedigar Sportsplex baseball fields 1 & 4, softball fields 2, 3, 5 and 6.

E. CATEGORY V: Organized Tournaments, Clinics, Leagues, or Play -The City's Field Configuration Matrix details what fields are available for rent by this category. Exceptions for adult usage of fields require approval of the Community Service Director or designee.

1. Field fee – Resident fee of \$11/hour/field and non-resident fee of \$15/hour/field.
2. Light Fee – Resident fee of \$15/hour/field and non-resident fee of \$21/hour/field. Light usage will begin depending on the time of year according to the following schedule: November thru February, 5:30 p.m.; October & March, 6:00 p.m.; September & April, 6:30 p.m.; May & August 7:00 p.m.; June & July 7:30 p.m.
3. Field Preparation – Resident fee of \$25/hour/field and non-resident fee of \$34/hour/field during regular park maintenance hours of Monday-Friday, 6:00 am-2:30 pm. Requests for field preparations after 2:30 p.m., Monday-Friday and anytime on Saturday and Sunday will be charged an After Hour Fee of \$35/hour/field for residents and \$48/hour/field for non-residents. A minimum of one field preparation per day will be required for baseball and softball fields on Snedigar baseball/softball fields 1-6 and can only be performed by Chandler Parks staff. Bases are provided for Snedigar baseball/softball fields 1-6. Field preparation at other fields is optional. If there are more than two fields needing field preparation by Parks staff for a rental, starting times for games must be staggered by ½ hour. Only City of Chandler vehicles are allowed on any City of Chandler ball fields. In-town fields may be hand raked by renters. Renters may also line the in-town fields themselves, but must provide their own liner and chalk. No bases are provided for in-town fields.
4. Site Supervisor Fee – Required for Snedigar baseball/softball field 1-6 only - fee of \$15/hour for residents and \$21/hour for non-residents.
5. Loss of Use Fees - Any Category V rental that renders athletic fields unusable on a daily basis to other user groups due to split game scheduling (i.e., morning games 8 am – noon & evening games 4 pm – 8 pm) will incur an extended rental fee equal to the field reservation fee for the number of hours per field from the end of the last game of the morning to the beginning of the first game of the evening.

V. APPLICATION PROCESS FOR CATEGORY III AND V ORGANIZED TOURNAMENTS, CLINICS, LEAGUE OR PLAY

- A. APPLICATION SUBMITTAL - Applications for Category III and V users for single or repeated use will be accepted **six (6) months** in advance. Applications should be submitted to the Snedigar Recreation Center at 4500 S. Basha Road or mailed to: Attn. Ball Field Reservations, City of Chandler, Community Services Department, Mail Stop 502, P.O. Box 4008, Chandler, AZ 85244-4008.
- B. REVIEW AND NOTIFICATION – All applications will be reviewed by a Community Services Department designee and forwarded to a Parks and Recreation Review Committee. Granting of requests will be based on the priority ranking of the requestor, the date and time the application is submitted, the thoroughness of the application and the ability of the Community Services Department to accommodate the request. All applicants will be notified within three (3) weeks of the date of the submittal as to the status of their application. Once an application is approved and the applicant notified, the applicant will have 72 hours to pay a **\$150 facility reservation deposit** that will be applied to the total rental fees and a **\$500 refundable security deposit** for damages.
- C. SNEDIGAR SPORTSPLEX RESERVATIONS – Gates to the baseball and softball fields will be opened at the time indicated on the reservation. If time is needed before games start, reservation should be adjusted accordingly. Renter is charged once gates are open. Snedigar Sportsplex baseball and softball fields 1 through 6 can be reserved for games and tournaments only - no practices.

- D. LIABILITY INSURANCE - Liability insurance with a company authorized and licensed to conduct business within the State of Arizona shall be obtained and the City of Chandler shall be named as co-insured with liability limits of \$1,000,000. Proof of this insurance coverage must be presented to the Community Services Department designee within thirty (30) days prior to the date of use. The City of Chandler recommends to grantees of Facility Permits that they require their participants to have their own health and accident insurance coverage.

The Certificate Holder Box on the certificate of insurance must say:

AND ADDITIONAL INSURED CITY OF CHANDLER, ITS AGENTS, REPRESENTATIVES,  
OFFICERS, DIRECTORS, OFFICIALS, AND EMPLOYEES  
Mail Stop 502  
PO Box 4008  
Chandler, Arizona 85244-4008

The facility to be rented must also be included in this box (Snedigar Sportsplex, West Chandler Park, etc.)

- E. SECURITY DEPOSIT – A *refundable* security deposit of \$500 is required at the same time as the facility reservation deposit (within 72 hours of application approval). This deposit will be returned after the scheduled use of the facilities has been completed, inspections of buildings and grounds are accomplished and damage to the same is not found. This can be paid with a credit card, cashier's check or money order.
- F. FEE PAYMENT/GAME SCHEDULE – Final payment of all rental fees and game/tournament schedules are due in full no later than fifteen (15) days prior to the first day of use. Failure to pay the usage fees by 15 days from the start of the reservation will invalidate the application and the facility permit and the facility reservation deposit will be forfeited. Except for rainouts or mechanical problems by the City of Chandler, there will be no refunds. Only credit cards, cashier's checks or money orders will be accepted as forms of payment.
- G. CANCELLATIONS - It is incumbent upon the renter of these facilities to determine accurately the number of fields and the hours of usage of each field 15 days in advance – this includes any field preparation requests. If fields are not used or games end early, no refunds will be given – the reservation and invoice will NOT be adjusted. There will be no refunds for cancelled individual games. Up to fifteen (15) days prior to reservation date, 25 percent of the facility reservation deposit will be refunded if the reservation is cancelled. No refund will be given for reservations cancelled within fifteen (15) of the reservation.

Amended on 5/4/10.